

POSTING POLICY

Category: Facilities
Responsible Office: Environment, Health and Safety
Responsible Executive: Vice President for Finance and Administration

Date Established
Date Last Updated

Summary

With guidance from the SUNY Office of General Counsel, the *Posting policy* provides clear time, place and manner operational language.

Policy Statement

The University at Buffalo (UB, university) is committed to ensuring that recognized student organizations, university programs, departments, units that want to share information about upcoming events and activities are able to do so; and to generally provide a means to convey information to the university community through posted materials.

The university reserves the right to manage posting and advertising on its campuses in order to ensure that advertised information complies with institutional policies and procedures, to maintain an orderly and attractive venue, to ensure health and safety, and to make information accessible to the campus community.

Announcements, letters, bulletins, posters, flyers, postcards, banners, sandwich boards, projection of images, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person. Promotions for events and services not sponsored by the university must clearly indicate that the event and/or service is not sponsored by UB.

Posting Locations

Posted items are to be posted only on general-use bulletin boards identified for this purpose. Posting on bulletin boards that are reserved for departments, offices, or organizations requires the permission of that group.

Prohibited Posting Activities

Prohibited posting activities include without limitation:

- Posting of flyers, projections or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators
- Promotion of events that advertise alcohol or drugs or any event that violates state or federal law and/or [UB Student Code of Conduct](#)
- Chalking of buildings, sidewalks, or roadways
- Postings may not be placed over current/valid postings and removing or tearing down current/valid postings is prohibited. Multiple postings in the same location are prohibited.

Violations

- Items posted that do not follow the policy guidelines may be removed.
- Repeated violations may result in a loss of posting privileges and possible disciplinary action.

Background

The university encourages free expression and protects academic freedom, which are central principles to the mission of higher education. University community members express their view and opinions in multiple mediums. This policy addresses the temporary display of posters, projections, fliers, **chalking**, banners, and any other form of display on UB campuses.

Applicability

This policy applies to:

- All students and employees of the university or university-affiliated organizations (e.g., state, Research Foundation, University at Buffalo Foundation, Campus Dining and Shops, Alumni Association), regardless of the funding source, and individuals and entities with contractual relationships with the university;
- Visitors and guests on university premises

Definitions

Chalking— Use of a water-soluble substance, or a substance washable by water or rain, to write or draw on sidewalks or plaza areas that are exposed to the weather.

Posting – Any size flier, flag, poster, banner, projection, sandwich board, **chalking**, or any other display.

Recognized Student Organization - Student club or organization recognized by one of the seven student governments.

Responsibility

All Members of the University Community, Including Visitors and Guests

- Comply with the requirements of this policy.

Contact Information

Contact	Phone	Email
Office of the Associate Vice President for University Facilities	716-645-5265	facilitiesavpoffice@facilities.buffalo.edu

Related Information

University Links

[Campus Living Rules](#)

[Faculty Code of Conduct](#)

[Reasonable Accommodation Policy](#)

[Student Code of Conduct](#)

[Student Guide – Reasonable Accommodation Request](#)

Presidential Approval

Satish K. Tripathi, President

Date